UNITED STATES TRUSTEE
DISTRICT OF NEW MEXICO

OPERATING GUIDELINES AND REPORTING REQUIREMENTS FOR CHAPTER 11 DEBTOR IN POSSESSION

Section 586(a)(3) of Title 28 of the United States Code provides that the United States Trustee shall monitor the administration of chapter 11 cases These guidelines have been promulgated by the United States Trustee pursuant the statutory duty to administer bankruptcy cases. **FAILURE TO ABIDE BY THESE GUIDELINES WILL RESULT IN THE UNITED STATES TRUSTEE FILING APPROPRIATE MOTIONS WITH THE COURT.**

Federal Law provides severe criminal penalty for bankruptcy crimes, which include bribery, concealment of assets, false statements, false claims, filing under a fictitious name and perjury. Title 18, United States Code 152, provides penalties of up to 5 years imprisonment or a fine of more than $5,000 or both.

Brenda Moody Whinery
UNITED STATES TRUSTEE

Ron E. Andazola
ASST. UNITED STATES TRUSTEE
District of New Mexico

Office of the United States Trustee
421 Gold Ave., SW Room 112
P.O. Box 608
Albuquerque, NM 87103
(505) 248-6544

REV. 04/01

OFFICE OF THE UNITED STATES TRUSTEE
DISTRICT OF NEW MEXICO
OPERATING GUIDELINES AND REPORTING REQUIREMENTS
CHAPTER 11 DEBTOR IN POSSESSION

1. GENERAL REQUIREMENTS / DUTIES OF THE DEBTOR

A. The debtor is required to comply in all respects with the Bankruptcy Code and the Bankruptcy Rules and the United States Trustee Operating Guidelines and Reporting Requirements. The debtor shall communicate/negotiate in good faith with all parties in interest while the case is pending.

B. The debtor is authorized to continue in possession of the assets and effects of the business and to carry on normal business until further order of the Court.

C. The debtor must pay all obligations arising after the filing of the petition ("post petition") in full when due. This includes not only general business expenses, but all post-petition obligations including but not limited to:

1. wages
2. FICA, both employees' and employers' share
3. tax withheld from wages
4. all other taxes
5. UST disbursement fees

D. The debtor may not pay pre-petition obligations except as allowed by the Bankruptcy Code or by order of the Court.

E. The debtor may not use cash collateral without the Court's approval or unless each party in interest in the collateral consents to its use.

F. The debtor shall obtain the Court's approval to obtain credit or incur debt, other than the ordinary course of business.

G. The debtor shall file all federal, state and local tax returns when due, or shall procure an extension from the appropriate taxing authority, unless otherwise provided by the Bankruptcy Code or by order of the Court. Debtor shall transmit a copy to the UST of all income tax returns, franchise tax returns (if corporation) or extensions filed during the pendency of the case.

H. The debtor shall cooperate fully with the United States Trustee and any creditor's committee appointed towards the investigation of the debtor's acts and conduct as well as the preparation and formulation of the disclosure statement and plan of reorganization.

I. The debtor shall avoid unnecessary delay in the administration of the case and is expected to progress toward the filing and confirmation of a plan without prejudicial delay. The debtor is charged with the duty to report to the Court and creditors the soundness and desirability of the continuation of the business and to take all necessary steps to prevent depletion or loss of assets during the pendency of the Chapter 11.

J. The debtor shall file with the Initial Report the **"Receipt and Certification"** acknowledging receipt and understanding of the U.S. Trustee Operating Guidelines and Reporting Requirements.

K. Notices and copies of pleadings must be sent to the United States Trustee as required by Bankruptcy Rule 2002(k).

2. BOOKS & RECORDS, BANK ACCOUNTS , USE OF AUTHORIZED DEPOSITORY

A. All books and records of the CH 11 business debtor must be closed as of the date the petition is filed. The debtor in possession must open a new set of books & records. These are the debtor-in-possession books, which must be maintained throughout the bankruptcy. Provisions must be made for separate accounting with respect to prepetition and postpetition accounts and transactions. This requirement applies only to business debtors and to sole proprietor businesses operated by individuals in CH 11 cases.

B. The debtor-in-possession must immediately **close all existing bank accounts** and establish "debtor-in-possession" bank account(s). Existing balances are to be transferred to the DIP account. Debtor in possession accounts are to be opened in federally insured depositories that have agreed to comply with Sec. 345 of the Bankruptcy Code and to comply with the reporting requirements of the U.S. Trustee. The debtor-in-possession accounts must be established in a bank included on the attached list (Exhibit "A"); if the debtor's choice of bank does not appear on the list then the attached "Requirements of the United States Trustee Office To Be An Authorized Depository for Chapter 11 Bankruptcy Funds in the District of New Mexico" (Exhibit "B") must be signed by the bank and returned to the U.S. Trustee Office. If the bank chooses not to comply, the estate funds must be deposited in a bank which will comply with the requirements. If reporting is not consistent with the requirements or if necessary collateral is not pledged, the U. S. Trustee will request that the bankruptcy estate's funds be moved to a complying institution.

C. Debtor-in-possession accounts are to be opened as follows:

General Account: All revenues and receipts and all other income received by the Chapter 11 debtor shall be deposited into this account. Under no circumstances may a debtor engage in cash or other transactions that do not pass through this account.

Payroll Account: At the time payroll is due to be paid to employees, an amount equal to net payroll should be transferred from the general account to this account, from which payroll is to be made. Payroll accounts are only required if the debtor has six or more employees.

Tax Account: Sufficient funds to cover tax liabilities must be deposited into this account from the General Account as they accrue. Taxes must be paid in a timely manner. Monies may not be drawn from this account to cover payroll and general operating expenses.

D. The new account(s) shall indicate that the debtor is in Chapter 11 as a debtor-in-possession; checks on the account(s) are to be pre-numbered and must include the words **"Debtor in Possession"**. All accounts used during the pendency of the case must be established in this manner.

3. INSURANCE REQUIREMENTS

A. All debtors must maintain insurance and make all premium payments thereon when due.

B. Unless the United States Trustee otherwise directs, the following types of insurance must be maintained:

1. Casualty insurance - to cover tangible assets susceptible to casualty loss (fire, theft, vandalism, etc.)
2. Workers' compensation insurance - if the debtor has employees
3. General liability - if the debtor conducts business operations
4. Product liability insurance - if appropriate

The Certificate of Insurance shall state that the U. S. Trustee will be notified within 10 days in the event of cancellation. The Debtor-in-possession shall immediately notify the U. S. Trustee and the Creditors Committee and secured creditors, if applicable, of any lapse or proposed cancellation of any coverage.

4. INITIAL FILING REQUIREMENTS

A. The debtor must comply fully with FBRP 1007. This rule requires the debtor to file schedules and a statement of financial affairs with the Clerk of the Court. Failure either to file your schedules and statement of affairs within 15 days of the date of filing or to obtain an order granting extension of time to file may result in our office filing a motion to dismiss or convert the CH 11 case. A copy of a motion for extension of time to file the schedules and statements must be served on the U.S. Trustee Office.

B. Pursuant to FBRP 1007(d), you must file, **WITH THE PETITION,** a list containing the name, address, phone number and amount of claim of debtor's twenty largest unsecured creditors. This list should not contain the names of any creditors who are "insiders" as that term is defined in Sec. 101(31) of the Bankruptcy Code.

C. The **Initial Report** (form attached) must be submitted to the U.S. Trustee Office within ten (10) days of the date of this letter. All items must be completed and information requested furnished to this office.

5. INITIAL DEBTOR INTERVIEW

A. The United States Trustee requires a personal interview with the debtor. The interview will take place approximately two weeks prior to the §341 Meeting of Creditors and will usually be conducted in the Office of the United States Trustee. A telephonic interview may be scheduled for those debtors who do not reside or conduct business within a convenient commuting distance to the United States Trustee Office.

B. The purpose of the interview is to discuss the debtor's current financial affairs, identify potential problems of administration, and discuss compliance with the regulations of the United States Trustee. The interview will also afford the debtor the opportunity to ask questions regarding the format of the monthly operating reports.

6. CREDITORS MEETINGS

A. Section 341 of the Bankruptcy Code requires a meeting of creditors in each case. A notice of the meeting date and time is sent to all creditors.

B. A representative of the debtor, as well as the debtor's counsel, are required to attend. The debtor's representative must be someone knowledgeable about the debtor's affairs and able to act for the debtor. If a joint petition is filed, both debtors are required to attend. Failure to attend may result in the dismissal of the case. An organizational meeting will be scheduled by the United States Trustee for members appointed to the unsecured creditors committee.

7. MONTHLY OPERATING REPORTS

A. Pursuant to FBRP 2015 and United States Bankruptcy Court Local Rule #12 the debtor is required to file monthly operating reports with the Court and a copy transmitted to the U.S. Trustee Office. THE ORIGINAL AND ONE COPY OF THE OPERATING REPORT ARE TO BE FILED WITH THE CLERK - THE CLERK'S OFFICE PROVIDES THE COPY TO THE U.S. TRUSTEE. If a creditors' committee has been appointed in the case, a copy of the report is to be transmitted to the committee. Reports must be submitted whether or not any financial activity has occurred.

B. The operating report form requires a cover/signature page accompany the report. The form requires the signature of the person having responsibility for the Chapter 11 filing (e.g., in a corporate case, the president or chief operating officer; in a limited partnership, the general partner), as well as the signature of the preparer (if other than the responsible party). The preparer may be an employee of the debtor, such as a chief financial officer, or a non-employee, such as an outside accountant. **Both the responsible party and the preparer sign the report under penalty of perjury.**

C. The operating report is due for each calendar month from the time of filing the petition until a plan is confirmed or the case is dismissed or converted. **The report is due the <u>15th</u> of the month following the reporting period**. (i.e. the June report is due July 15).

D. The debtor will be required to prepare and file one of two reporting forms. The enclosed format(s) must be utilized in filing monthly operating reports. The two reporting forms required to be used are in accordance with generally accepted accounting principles - **MOR Form, for accrual basis accounting; and the CF Form, for cash basis financial information**. The U.S. Trustee Office will make an initial determination with regard to the appropriate reporting form based on information from the filing of the Chapter 11 petition. If one report form or the other better suits your situation, please contact the U.S. Trustee Office to discuss the use of the appropriate form.

The monthly operating report forms required by the U.S. Trustee Office have been designed to assist debtors achieve their reorganizational goals. In addition, the reporting forms provide creditors with relevant and detailed information regarding the financial condition of the debtor. The report forms also provide the U.S. Trustee with the critical information necessary to properly perform the its statutory oversight and monitoring function.

E. The standard monthly operating report will consist of the following information: (1) cover/signature page; (2) balance sheet; (3) income statement; (4) cash receipts and disbursements; (5) disbursement detail; (6) accounts receivable aging; (7) post petition payable aging; (8) bank reconciliations; (9) insiders schedule; (10) professionals schedule; (11) secured notes, lease schedule; (12) questionnaire; (13) insurance schedule statement of aged accounts receivable. **A copy of the debtors monthly bank statements are required to be attached to the monthly operating report.**

To assist you in the preparation of the monthly operating report, "Instructions for the Completion of the Monthly Operating Report" is provided with the particular report form.

F. The debtor shall comply with all reasonable requests for supplemental information from the U. S. Trustee or any creditor.

G. Postconfirmation financial reports must be filed by the reorganized debtor on a quarterly basis until the case is converted, dismissed, or a final decree entered. The report must be submitted on the form provided by the Office of the United States Trustee.

8. COMPENSATION

A. Compensation or other benefits (e.g. use of automobile, insurance, meals, etc.) paid from the assets of the estate to the debtor; or if a partnership, to any of the partners; or if a corporation, to any officer, director or stockholder thereof, from the time of the filing of the petition until confirmation of a plan, must be reported to the U.S. Trustee and creditors' committee. An explanation for such compensation or benefits and all income from any source for compensation for services related to the debtor proceeding.

9. CHANGES OR INTERRUPTIONS IN BUSINESS OPERATIONS

Any changes or interruptions in normal business operations must be reported to the U.S. Trustee and the creditors' committee immediately.

10. APPLICATIONS TO EMPLOY PROFESSIONALS

A. A debtor may employ an attorney, accountant or other professional only upon authorization of the court. See 11 U.S.C. §327; Bankruptcy Rule 2014. No payments may be made, either by the estate or a third party, to such attorneys, accountants or other professionals after the bankruptcy is filed without approval of the Court after notice to all creditors and a hearing. See 11 U.S.C. §330; Bankruptcy Rule 2016.

B. Counsel should consult the "United States Trustee Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses Filed Under 11 U.S.C. §330" for specific procedural and substantive guidance on payment of professionals.

11. NOTICE AND SERVICE ON UNITED STATES TRUSTEE

Generally, copies of all pleadings filed in a chapter 11 case, including those filed in adversary proceedings and contested matters, must be served on the United States Trustee, whether or not the United States Trustee is a party to the proceeding.

12. QUARTERLY FEES

A. Pursuant to the provisions of 28 U.S.C. 1930(a)(6), each debtor in a case pending under the provisions of Chapter 11 is responsible for paying a fee to the U.S. Trustee.

B. Debtors are subject to payment of a quarterly fee for every quarter during which their case remains pending under Chapter 11. The obligation to pay any further fee ends when the Court enters an order of final decree in the case, dismissing the case or converting the case. A plan must provide for payment of all unpaid quarterly fees as of its effective date or the U.S. Trustee will object to the plan.

C. Fees are paid pursuant to the following schedule:

	Quarter	Ending	Due Date
1st Quarter	Jan-Feb-Mar	Mar 31	April 30
2nd Quarter	Apr-May-Jun	June 30	July 31
3rd Quarter	Jul-Aug-Sept	Sept 30	Oct 31
4th Quarter	Oct-Nov-Dec	Dec 31	Jan 31

D. The amount of the fee will vary based upon the amount of money disbursed by the debtor during a quarter - **however, a minimum fee of $250 is due each quarter even if no disbursements are made**. Disbursements include all payments made out of the bankruptcy estate including money paid to a secured creditor after a sale. The scale used to calculate the fee is as follows:

PLEASE NOTE; EFFECTIVE SEPTEMBER 30, 1996, UPON ENACTMENT OF PUBLIC LAW 104-208 THE QUARTERLY FEE SCHEDULE HAS BEEN AMENDED. IT APPLIES TO QUARTERLY FEES BEGINNING WITH THE 4TH QUARTER OF CALENDAR YEAR 1996.

Disbursement Category	Quarterly Fee Due
No disbursements (minimum)	$ 250
$0.01 - $14,999.99	$ 250
$15,000 - $74,999.99	$ 500
$75,000 - $149,999.99	$ 750
$150,000 - $224,999.99	$1,250
$225,000 - $299,999.99	$1,500
$300,000 - $999,999.99	$3,750
$1,000,000.00 - $1,999,999.99	$5,000
$2,000,000.00 - $2,999,999.99	$7,500
$3,000,000.00 - $4,999,999.99	$8,000
$5,000,000 and above	$10,000

Each debtor will receive a statement regarding the fee approximately two weeks prior to each of the due dates noted above. (A copy of this completed statement is to be included as part of the monthly report for the month of payment). Make the check payable to the U.S. Trustee. The payment should be returned to the following address:

U.S. Trustee Payment Center
P.O. Box 198246
Atlanta, Georgia 30384

FAILURE TO PAY THE QUARTERLY FEE IS CAUSE FOR CONVERSION OR DISMISSAL OF YOUR CASE UNDER 11 U.S.C. 1112(b)(10).

The U. S. Trustee may also consider obtaining a judgement in bankruptcy court for unpaid quarterly fees.

Please see the following notice with regard to unpaid quarterly fees.

NOTICE

DISCLOSURE OF INTENT TO USE TAXPAYER IDENTIFYING NUMBER FOR THE PURPOSES OF COLLECTING AND REPORTING DELINQUENT QUARTERLY FEE OWED TO THE UNITED STATES TRUSTEE PURSUANT TO 28 U.S.C. 1930 (A)(6)

Please be advised that pursuant to the Debt Collection Improvements Act of 1996, Public Law 104-134, Title III, §31001(i)(3)(A), 110 Stat. 1321-365, codified at 31 U.S. C. §3701, the United States Trustee intends to use the debtor's Taxpayer Identifying Number ("TIN") as reported by the debtor or debtor's counsel in connection with the chapter 11 bankruptcy proceedings for the purpose of collecting and reporting on any delinquent debt, including chapter 11 quarterly fees, that are owed to the United States Trustee.

The United States Trustee will provide the debtor's TIN to the Department of Treasury for its use in attempting to collect overdue debts. Treasury may take the following steps: (1) submit the debt to the Internal Revenue Service Offset Program so that the amount owed may be deducted from any made by the federal government to the debtor, including but not limited to tax refunds; (2) report the delinquency to credit reporting agencies, (3) send collection notices to the debtor, (4) engage private collection agencies to collect the debt, and (5) engage the United States Attorney's office to sue for collection. Collection costs will be added to the total amount of the debt.

"Exhibit B"

APPLICATION /REQUIREMENTS OF THE UNITED STATES TRUSTEE OFFICE TO BE AN APPROVED DEPOSITORY FOR CHAPTER 11 / DEBTOR IN POSSESSION BANKRUPTCY FUNDS IN DISTRICT OF NEW MEXICO

For a financial institution to become an authorized depository recognized by the U.S. Trustee Office to accept funds from CH 11 debtors in possession, the institution must affirm in writing that it will:

1. Deposit with a Federal Reserve Bank securities of the kind specified in § 9303 of Title 31 of the United States Code. Section 345(b) of the Bankruptcy Code provides that if the aggregate amount of funds on deposit for a particular estate exceeds that which is insured or guaranteed by the United States or by a department, agency, or instrumentality of the United States (e.g., FDIC $100,000 insurance), a banking institution must post a bond or pledge securities. As required by 11 U.S.C. § 345(b)(2), securities used as collateral must be government obligations. A government obligation is defined as a public debt obligation of the United States Government and an obligation whose principal and interest is unconditionally guaranteed by the government. In light of this definition, **only United States Treasury Bills, Bonds, or Notes are deemed to constitute acceptable securities for purposes of the authorized depository system.** The deposit of securities shall be held in a joint safekeeping account, pledged to the United States Trustee. Release of any collateral shall be upon request to the United States Trustee or its designee an upon proof that collateral is no longer necessary because funds do not exceed insurance limit or that replacement collateral is being immediately submitted.

2. Provide monthly bank statements to the debtor in possession in whose name the account is open and upon request provide a duplicate original to the U.S. Trustee. **Report monthly to the Office of the United States Trustee each bankruptcy account**. The report must include the debtor's name, case number, taxpayer identification number, account type, balance and amount of securities pledged to the United States Trustee. Forward the report to:

United States Trustee Office
P.O. Box 608
Albuquerque, NM 87103
(421 Gold Ave., S.W., Room 112 87102)
(505) 248-6544

3. Checks and statements must be imprinted with the phrase "Debtor-in-Possession Case No.______________". The title should be styled as follows:

Estate of XYZ Corporation
Debtor-in-Possession, Case No. _______________
101 Main Street
Anywhere, USA 00000

4. Allow deposits by debtors-in-possession only in accounts insured by the FDIC.

5. Designate an officer who shall be the contact person and responsible for compliance with these requirements and who the U.S. Trustee Office can contact.

6. Provide such additional information as requested by the Office of the U.S. Trustee and comply in any other manner with subsequent requirements established by the U.S. Trustee Office.

The use of terminology such as "approved", "designated" or authorized" depository serves only to reflect compliance with the broad objectives; they are not meant to be words of limitation, exclusion or privilege. If you are an authorized depository for Chapter 7 funds, you may include the Chapter 11 information on your Chapter 7 report to the United States Trustee's Office. These requirements are not intended to relieve debtors of the duty to comply with applicable sections of the Bankruptcy Code, Rules or law, nor are the requirements intended to modify existing law.

We understand that failure to comply with these requirements may result in the removal of bankruptcy deposits and withdrawal of our status as a CH 11 authorized depository without further notice.

____
FINANCIAL INSTITUTION

BY: ____
(Name, Signature , Title of Officer)

Address: ____

Phone No.: ____

Contact Person: ____

Dated: ______________________________

Rev. 03/01

INITIAL REPORT

INITIAL REPORT
INSTRUCTION PAGE

(This page is Debtor's information and instruction and should not be filed.)

Items to be included in the Initial Report:

A. Attorney Authorization for Direct Contact (Form provided);

B. Receipt and Certificate Concerning Operating Requirements (Form provided);

C. Initial Report Cover Page with declaration (Form provided);

D. A copy of the Debtor's Balance Sheet as of the date of the Order for Relief; **Label as Exhibit "1"** (See note below)

E. A copy of the Debtor's Income Statement for the thirty (30) day period immediately preceding the Order for Relief; **Label as Exhibit "2"** (See note below)

F. Statement concerning insurance, taxes and use of cash collateral (Form provided as Exhibit "3");

G. A four (4) month projection from operations for period following the date of Order for Relief. (Form provided as Exhibit "4".);

H. Execute and attach Designation and Acceptance of individual responsible for discharging Debtor's duties. (Form provided as Exhibit "5".);

I. Execute and attach Designation and Acceptance of individual responsible for preparation of financial reports for Debtor-in-Possession. (Form provided as Exhibit "6".);

J. Attach Debtor's § 345 Bank Account certificate. (Form provided as Exhibit "7".)

K. Attach copies of Federal Income tax returns for the 2 years prior to the CH 11 filing.

NOTE: For items "D" & "E" - You may use the Balance Sheet and Income Statement forms provided in the Monthly Operating Report Packet or, the debtor may use their pre-bankruptcy accounting formats for the items "D" & "E" in the Initial Report; If at a minimum, the financial statements are prepared in accordance with generally accepted accounting principles.

THE INITIAL REPORT IS TO BE SUBMITTED TO THE U.S. TRUSTEE OFFICE WITHIN 10 DAYS OF THE SERVICE OF THE GUIDELINES AND REPORTING REQUIREMENTS.

CH 11
INITIAL REPORT

CASE NAME: ______________________________________

CASE NO: ____________________

INITIAL REPORT

COMES NOW,____, Debtor-in-Possession, and hereby submits its Initial Report as shown by the attached Exhibits and containing the following, as indicated:

__________ Attorney Authorization for Direct Contact

__________ Debtor Receipt and Certification / Attorney Acknowledgment

__________ Balance Sheet as of the date of the Order for Relief. Exhibit "1".

__________ Income Statement for the thirty (30) day period immediately preceding the date of the Order for Relief. Exhibit "2".

__________ Insurance, Tax and Cash Collateral Statements. Exhibit "3".

__________ Four(4) month projections from operations. Exhibit "4".

__________ Designation of individual responsible for discharging Debtor's duties. Exhibit "5".

__________ Designation of individual responsible for Financial Reports. Exhibit "6".

__________ Debtor's Section 345 Bank Account Certificate. Exhibit "7".

__________ Federal Income Tax Returns for two years prior to filing

I DECLARE UNDER PENALTY OF PERJURY THAT THIS REPORT AND ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DEBTOR-IN-POSSESSION

DATE:_____________

BY:_____________________________

NAME:___________________________

TITLE:__________________________

ADDRESS:________________________

TELEPHONE:______________________

U.S. Department of Justice

Office of the United States Trustee

District of New Mexico

P.O. Box 608 87103
421 Gold SW Room 112
Albuquerque, MN 87102

505/248-6551
FAX/248-6558

TO: Counsel for Debtor

From: **Office of the United States Trustee**
Brenda Moody Whinery, United States Trustee
by: Ron Andazola, Assistant United States Trustee, District of New Mexico

RE: **AUTHORIZATION FOR DIRECT CONTACT**

CASE NAME: ______________________________

CASE NO: ______________

Regulations promulgated by the Attorney General restrict direct communication between employees of the Office of the United States Trustee and the debtor without permission of debtor's counsel.

Most communication occurring between Program employees and debtors is administrative in nature relating to the United States Trustee's statutory duty to supervise the administration of bankruptcy cases.

In order to comply with these regulations, we request that you sign an authorization which allow us to communicate directly with the debtor regarding administrative and financial matters such as insurance coverage, bank account information, monthly operating reports, quarterly fees and post-confirmation reports.

If you agree to the provisions as stated, please sign below where indicated. Return the original of this document to the U.S. Trustee Office. The authorization may be rescinded at anytime by giving us written notice of recission.

If you do not agree, all communication with the debtor will be directed to you. If the debtor initiates any contact with us, we will advise him or her that we may communicate only with you.

ATTORNEY AUTHORIZATION FOR DIRECT CONTACT

The undersigned, as counsel for the debtor, authorizes United States Trustee personnel to communicate with the debtor and/or its designees directly in order to obtain financial information and resolve financial and administrative questions and/or issues, and to ensure compliance with various bankruptcy requirements.

______________________ ______________________

Date **Counsel for Debtor**

CH 11
INITIAL REPORT

CASE NAME:______________________________

CASE NUMBER:________________

DEBTOR RECEIPT AND CERTIFICATION CONCERNING OPERATING REQUIREMENTS

The undersigned representative responsible for discharging the duties of the Debtor in the above and foregoing case acknowledges receipt from the United States Trustee of the Operating Guidelines and Reporting Requirements for Chapter 11 Debtor in Possession. The undersigned hereby certifies that he/she has read and understands the contents thereof and agrees to operate the Debtor's affairs and file reports in accordance with said guidelines and requirements.

____

____
Signature & Title
(Debtor)

____
Date

ATTORNEY ACKNOWLEDGMENT

The undersigned, as counsel for the debtor, has read and reviewed with the debtor the Operating Guidelines and Reporting Requirements for Chapter 11 Debtor in Possession.

________________________ ______________________________
Date Counsel for Debtor

(ATTACH TO DEBTOR'S INITIAL REPORT)

EXHIBIT "3"

CASE NAME:____________________

CASE NUMBER:__________________ CHAPTER 11

STATEMENT CONCERNING INSURANCE, TAXES AND USE OF CASH COLLATERAL

I. INSURANCE

A. Insurance is in effect and payments are current for coverage as indicated.

TYPE INSURANCE	POLICY EXPIRATION DATE
_____ Workers' Compensation	______________________
_____ Unemployment Insurance	______________________
_____ Casualty	______________________
_____ Liability	______________________
_____ Other	______________________

Attached hereto are Certificates of Insurance or other proof of insurance for the above.

II. TAXES

A. **Post-petition** federal and state withholding and payroll taxes are/are not current. _______________

B. Delinquencies, if any, are as follows:

FICA/MED	______________________
Federal Withholding	______________________
State Withholding	______________________
Unemployment taxes	______________________

III. CASH COLLATERAL (Attach Statement)

A. Cash collateral will/will not be necessary to fund Debtor's post-petition operations.

B. Debtor has/has not filed a request for use of cash collateral under 11 U.S.C. Sections 363 or 364.

(ATTACH TO DEBTOR'S INITIAL REPORT)

EXHIBIT "4"

CASE NAME:____________________

CASE NUMBER:__________________ CHAPTER 11

FOUR MONTH INCOME AND EXPENSE PROJECTION

	______ (MONTH)	______ (MONTH)	______ (MONTH)	______ (MONTH)
INCOME FROM OPERATIONS (Indicate source categories, i.e., rent, sales, service, etc.)				
1.				
2.				
3.				
(SUBTOTAL)	______	______	______	______
TOTAL INCOME	______	______	______	______
EXPENSES				
Cost of Goods Sold				
Salaries				
Taxes				
Insurance				
Rent				
Other (Itemize)				
1.				
2.				
3.				
4.				
(SUBTOTAL)	______	______	______	______
TOTAL EXPENSES	______	______	______	______
PROJECTED NET INCOME <LOSS> FROM OPERATIONS	______	______	______	______

(ATTACH TO DEBTOR'S INITIAL REPORT)

EXHIBIT "5"

CASE NAME:____________________

CASE NUMBER:__________________ CHAPTER 11

DESIGNATION AND ACCEPTANCE OF INDIVIDUAL
RESPONSIBLE FOR DISCHARGING DEBTOR'S DUTIES

The Debtor-in-Possession in the above and foregoing case hereby designates ____, as provided under Bankruptcy Rule 9001(5) as the individual responsible for discharging the duties of the Debtor under 11 U.S.C section 1107 and as may be required by the Court or the United States Trustee.

DEBTOR-IN-POSSESSION

DATE:____________________ BY:______________________________

DATE:____________________ ACCEPTED BY:____________________

NAME:____________________________

TITLE:___________________________

ADDRESS:_________________________
____
____

TELEPHONE:______________________

(ATTACH TO DEBTOR'S INITIAL REPORT)

EXHIBIT "6"

CASE NAME:____________________

CASE NUMBER:__________________ CHAPTER 11

DESIGNATION AND ACCEPTANCE OF INDIVIDUAL RESPONSIBLE FOR
PREPARATION OF FINANCIAL REPORTS FOR DEBTOR-IN-POSSESSION

The Debtor-in-Possession in the above and foregoing case hereby designates ____, as the individual responsible for the preparation of all financial reports as required by the Court or the United States Trustee. Should this individual cease to be responsible for the preparation of these reports, the Debtor-in-Possession will promptly designate the new responsible individual in the same form and manner as expressed by this designation and acceptance.

DEBTOR-IN-POSSESSION

DATE:________________ BY:__________________________________

ACCEPTED BY:_________________________

RESPONSIBLE INDIVIDUAL

NAME:________________________________

ADDRESS:_____________________________

____

____

TELEPHONE:___________________________

(ATTACH TO DEBTOR'S INITIAL REPORT)

EXHIBIT "7"

CASE NAME:____________________

CASE NUMBER:__________________ CHAPTER 11

DEBTOR'S SECTION 345 CERTIFICATE

(See Guidelines for Additional Information)

The following information reflects a true and accurate accounting of the Debtor's bank accounts and other cash deposits in any form with any institution. It is the Debtor-in-Possession's responsibility to comply with 11 U.S.C. section 345 so that all funds of the estate are fully insured at all times and I understand three (3) separate "Debtor-in-Possession" accounts are to be maintained, a GENERAL ACCOUNT, PAYROLL ACCOUNT and TAX ACCOUNT.

The following information represents the account balances of all cash deposits as of the date of the Order of Relief:

BANKING INSTITUTION	ACCOUNT NUMBER	BALANCE

The Debtor-in-Possession Bank Accounts:
(attach copy of account signature cards and voided sample of pre-printed DIP check)

BANKING INSTITUTION	ACCOUNT	ACCOUNT NUMBER

(ATTACH TO DEBTOR'S INITIAL REPORT)

MOR OPERATING REPORT FORMS

(Accrual Basis)

CASE NAME:
CASE NUMBER:

MOR

03/23/94

UNITED STATES BANKRUPTCY COURT

____________ DISTRICT OF ____________

____________ DIVISION

MONTHLY OPERATING REPORT

MONTH ENDING: ____________ , 199____

IN ACCORDANCE WITH TITLE 28, SECTION 1746, OF THE UNITED STATES CODE, I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE FOLLOWING MONTHLY OPERATING REPORT (MOR-1 THROUGH MOR-7) AND THE ACCOMPANYING ATTACHMENTS AND, TO THE BEST OF MY KNOWLEDGE, THESE DOCUMENTS ARE TRUE, CORRECT AND COMPLETE. DECLARATION OF THE PREPARER (OTHER THAN RESPONSIBLE PARTY): IS BASED ON ALL INFORMATION OF WHICH PREPARER HAS ANY KNOWLEDGE.

RESPONSIBLE PARTY:

____________________	____________________
ORIGINAL SIGNATURE OF RESPONSIBLE PARTY	TITLE
____________________	____________________
PRINTED NAME OF RESPONSIBLE PARTY	DATE

PREPARER:

____________________	____________________
ORIGINAL SIGNATURE OF PREPARER	TITLE
____________________	____________________
PRINTED NAME OF PREPARER	DATE

CASE NAME:
CASE NUMBER:

COMPARATIVE BALANCE SHEET

ASSETS	SCHEDULE AMOUNT	MONTH	MONTH	MONTH
1. UNRESTRICTED CASH				
2. RESTRICTED CASH				
3. TOTAL CASH				
4. ACCOUNTS RECEIVABLE (NET)				
5. INVENTORY				
6. NOTES RECEIVABLE				
7. PREPAID EXPENSES				
8. OTHER (ATTACH LIST)				
9. TOTAL CURRENT ASSETS				
10. PROPERTY, PLANT & EQUIPMENT				
11. LESS: ACCUMULATED DEPRECIATION / DEPLETION				
12. NET PROPERTY, PLANT & EQUIPMENT				
13. DUE FROM INSIDERS				
14. OTHER ASSETS - NET OF AMORTIZATION (ATTACH LIST)				
15. OTHER (ATTACH LIST)				
16. TOTAL ASSETS				
POSTPETITION LIABILITIES				
17. ACCOUNTS PAYABLE				
18. TAXES PAYABLE				
19. NOTES PAYABLE				
20. PROFESSIONAL FEES				
21. SECURED DEBT				
22. OTHER (ATTACH LIST)				
23. TOTAL POSTPETITION LIABILITIES				
PREPETITION LIABILITIES				
24. SECURED DEBT				
25. PRIORITY DEBT				
26. UNSECURED DEBT				
27. OTHER (ATTACH LIST)				
28. TOTAL PREPETITION LIABILITIES				
29. TOTAL LIABILITIES				
EQUITY				
30. PREPETITION OWNERS' EQUITY				
31. POSTPETITION CUMULATIVE PROFIT OR (LOSS)				
32. DIRECT CHARGES TO EQUITY (ATTACH EXPLANATION)				
33. TOTAL EQUITY				
34. TOTAL LIABILITIES & OWNERS' EQUITY				

CASE NAME:
CASE NUMBER:

MOR-2

03/23/94

INCOME STATEMENT	MONTH	MONTH	MONTH	QUARTER TOTAL
REVENUES				
1. GROSS REVENUES				
2. LESS: RETURNS & DISCOUNTS				
3. NET REVENUE				
COST OF GOODS SOLD				
4. MATERIAL				
5. DIRECT LABOR				
6. DIRECT OVERHEAD				
7. TOTAL COST OF GOODS SOLD				
8. GROSS PROFIT				
OPERATING EXPENSES				
9. OFFICER/INSIDER COMPENSATION				
10. SELLING & MARKETING				
11. GENERAL & ADMINISTRATIVE				
12. RENT & LEASE				
13. OTHER (ATTACH LIST)				
14. TOTAL OPERATING EXPENSES				
15. INCOME BEFORE NON-OPERATING INCOME & EXPENSE				
OTHER INCOME & EXPENSES				
16. NON-OPERATING INCOME (ATT. LIST)				
17. NON-OPERATING EXPENSE (ATT LIST)				
18. INTEREST EXPENSE				
19. DEPRECIATION / DEPLETION				
20. AMORTIZATION				
21. OTHER (ATTACH LIST)				
22. NET OTHER INCOME & EXPENSES				
REORGANIZATION EXPENSES				
23. PROFESSIONAL FEES				
24. U.S. TRUSTEE FEES				
25. OTHER (ATTACH LIST)				
26. TOTAL REORGANIZATION EXPENSES				
27. INCOME TAX				
28. NET PROFIT (LOSS)				

CASE NAME:
CASE NUMBER:

MOR-3

03/23/94

CASH RECEIPTS AND DISBURSEMENTS	MONTH	MONTH	MONTH	QUARTER TOTAL
1. CASH - BEGINNING OF MONTH				
RECEIPTS FROM OPERATIONS				
2. CASH SALES				
COLLECTION OF ACCOUNTS RECEIVABLE				
3. PREPETITION				
4. POSTPETITION				
5. TOTAL OPERATING RECEIPTS				
NON - OPERATING RECEIPTS				
6. LOANS & ADVANCES (ATTACH LIST)				
7. SALE OF ASSETS				
8. OTHER (ATTACH LIST)				
9. TOTAL NON-OPERATING RECEIPTS				
10. TOTAL RECEIPTS				
11. TOTAL CASH AVAILABLE				
OPERATING DISBURSEMENTS				
12. NET PAYROLL				
13. PAYROLL TAXES PAID				
14. SALES, USE & OTHER TAXES PAID				
15. SECURED / RENTAL / LEASES				
16. UTILITIES				
17. INSURANCE				
18. INVENTORY PURCHASES				
19. VEHICLE EXPENSES				
20. TRAVEL				
21. ENTERTAINMENT				
22. REPAIRS & MAINTENANCE				
23. SUPPLIES				
24. ADVERTISING				
25. OTHER (ATTACH LIST)				
26. TOTAL OPERATING DISBURSEMENTS				
REORGANIZATION EXPENSES				
27. PROFESSIONAL FEES				
28. U.S. TRUSTEE FEES				
29. OTHER (ATTACH LIST)				
30. TOTAL REORGANIZATION EXPENSES				
31. TOTAL DISBURSEMENTS				
32. NET CASH FLOW				
33. CASH - END OF MONTH				

CASE NAME:
CASE NUMBER:

MOR-4

03/23/94

ACCOUNTS RECEIVABLE AGING	SCHEDULE AMOUNT	MONTH	MONTH	MONTH
1. 0-30				
2. 31-60				
3. 61-90				
4. 91+				
5. TOTAL ACCOUNTS RECEIVABLE				
6. AMOUNT CONSIDERED UNCOLLECTIBLE				
7. ACCOUNTS RECEIVABLE (NET)				

AGING OF POSTPETITION TAXES AND PAYABLES

MONTH: ____________

TAXES PAYABLE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91+ DAYS	TOTAL
1. FEDERAL					
2. STATE					
3. LOCAL					
4. OTHER (ATTACH LIST)					
5. TOTAL TAXES PAYABLE					
6. ACCOUNTS PAYABLE					

STATUS OF POSTPETITION TAXES

MONTH: ____________

FEDERAL	BEGINNING TAX LIABILITY*	AMOUNT WITHHELD AND/OR ACCRUED	AMOUNT PAID	ENDING TAX LIABILITY
1. WITHHOLDING**				
2. FICA-EMPLOYEE**				
3. FICA-EMPLOYER**				
4. UNEMPLOYMENT				
5. INCOME				
6. OTHER (ATTACH LIST)				
7. TOTAL FEDERAL TAXES				
STATE AND LOCAL				
8. WITHHOLDING				
9. SALES				
10. EXCISE				
11. UNEMPLOYMENT				
12. REAL PROPERTY				
13. PERSONAL PROPERTY				
14. OTHER (ATTACH LIST)				
15. TOTAL STATE & LOCAL				
16. TOTAL TAXES				

* The beginning tax liability should represent the liability from the prior month or, if this is the first operating report, the amount should be zero.

** Attach photocopies of IRS Form 6123 or your FTD coupon and payment receipt to verify payment or deposit.

CASE NAME:
CASE NUMBER:

MOR-5

03/23/94

The debtor in possession must complete the reconciliation below for each bank account, including all general, payroll and tax accounts, as well as all savings and investment accounts, money market accounts, certificates of deposit, government obligations, etc. Accounts with restricted funds should be identified by placing an asterisk next to the account number. Attach additional sheets if necessary.

MONTH: ______________________

BANK RECONCILIATIONS	Account #1	Account #2	Account #3	TOTAL
A. BANK:				
B. ACCOUNT NUMBER:				
C. PURPOSE (TYPE):				
1. BALANCE PER BANK STATEMENT				
2. ADD: TOTAL DEPOSITS NOT CREDITED				
3. SUBTRACT: OUTSTANDING CHECKS				
4. OTHER RECONCILING ITEMS				
5. MONTH END BALANCE PER BOOKS				
6. NUMBER OF CHECKS WRITTEN				
7. NUMBER OF LAST CHECK WRITTEN				

INVESTMENT ACCOUNTS				
BANK, ACCOUNT NAME & NUMBER	DATE OF PURCHASE	TYPE OF INSTRUMENT	PURCHASE PRICE	CURRENT VALUE
8.				
9.				
10.				
11.				
12. TOTAL INVESTMENTS				

CASH	
13. CURRENCY ON HAND	
14. TOTAL CASH - END OF MONTH	

CASE NAME:
CASE NUMBER:

MOR-6
03/23/94

MONTH: ____________________

PAYMENTS TO INSIDERS AND PROFESSIONALS

OF THE TOTAL DISBURSEMENTS SHOWN FOR THE MONTH, LIST THE AMOUNT PAID TO INSIDERS (AS DEFINED IN SECTION 101(31) (A)-(F) OF THE U.S. BANKRUPTCY CODE) AND TO PROFESSIONALS. ALSO, FOR PAYMENTS TO INSIDERS, IDENTIFY THE TYPE OF COMPENSATION PAID (e.g. SALARY, BONUS, COMMISSIONS, INSURANCE, HOUSING ALLOWANCE, TRAVEL, CAR ALLOWANCE, ETC.). ATTACH ADDITIONAL SHEETS IF NECESSARY.

INSIDERS			
NAME	TYPE OF PAYMENT	AMOUNT PAID	TOTAL PAID TO DATE
1.			
2.			
3.			
4.			
5.			
6. TOTAL PAYMENTS TO INSIDERS			

PROFESSIONALS					
NAME	DATE OF COURT ORDER AUTHORIZING PAYMENT	AMOUNT APPROVED	AMOUNT PAID	TOTAL PAID TO DATE	TOTAL INCURRED & UNPAID *
1.					
2.					
3.					
4.					
5.					
6. TOTAL PAYMENTS TO PROFESSIONALS					

* INCLUDE ALL FEES INCURRED, BOTH APPROVED AND UNAPPROVED

POSTPETITION STATUS OF SECURED NOTES, LEASES PAYABLE AND ADEQUATE PROTECTION PAYMENTS

NAME OF CREDITOR	SCHEDULED MONTHLY PAYMENTS DUE	AMOUNT PAID DURING MONTH	TOTAL UNPAID POSTPETITION
1.			
2.			
3.			
4.			
5.			
6. TOTAL			

CASE NAME:
CASE NUMBER:

MOR-7

03/23/94

MONTH: ____________

QUESTIONNAIRE

	YES	NO
1. HAVE ANY ASSETS BEEN SOLD OR TRANSFERRED OUTSIDE THE NORMAL COURSE OF BUSINESS THIS REPORTING PERIOD?		
2. HAVE ANY FUNDS BEEN DISBURSED FROM ANY ACCOUNT OTHER THAN A DEBTOR IN POSSESSION ACCOUNT?		
3. ARE ANY POSTPETITION RECEIVABLES (ACCOUNTS, NOTES, OR LOANS) DUE FROM RELATED PARTIES?		
4. HAVE ANY PAYMENTS BEEN MADE ON PREPETITION LIABILITIES THIS REPORTING PERIOD?		
5. HAVE ANY POSTPETITION LOANS BEEN RECEIVED BY THE DEBTOR FROM ANY PARTY?		
6. ARE ANY POSTPETITION PAYROLL TAXES PAST DUE?		
7. ARE ANY POSTPETITION STATE OR FEDERAL INCOME TAXES PAST DUE?		
8. ARE ANY POSTPETITION REAL ESTATE TAXES PAST DUE?		
9. ARE ANY OTHER POSTPETITION TAXES PAST DUE?		
10. ARE ANY AMOUNTS OWED TO POSTPETITION CREDITORS DELINQUENT?		
11. HAVE ANY PREPETITION TAXES BEEN PAID DURING THE REPORTING PERIOD?		
12. ARE ANY WAGE PAYMENTS PAST DUE?		

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", PROVIDE A DETAILED EXPLANATION OF EACH ITEM. ATTACH ADDITIONAL SHEETS IF NECESSARY.

____

____

INSURANCE

	YES	NO
1. ARE WORKER'S COMPENSATION, GENERAL LIABILITY AND OTHER NECESSARY INSURANCE COVERAGES IN EFFECT?		
2. ARE ALL PREMIUM PAYMENTS PAID CURRENT?		
3. PLEASE ITEMIZE POLICIES BELOW.		

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "NO," OR IF ANY POLICIES HAVE BEEN CANCELLED OR NOT RENEWED DURING THIS REPORTING PERIOD, PROVIDE AN EXPLANATION BELOW. ATTACH ADDITIONAL SHEETS IF NECESSARY.

____

____

INSTALLMENT PAYMENTS			
TYPE OF POLICY	CARRIER	PERIOD COVERED	PAYMENT AMOUNT & FREQUENCY

CF OPERATING REPORT FORMS
- CASH BASIS -

CASE NAME:	
CASE NUMBER:	

CF

03/23/94

UNITED STATES BANKRUPTCY COURT

_____________DISTRICT OF_____________

_____________ DIVISION

MONTHLY OPERATING REPORT

MONTH ENDING: _____________ , 199____

IN ACCORDANCE WITH TITLE 28, SECTION 1746, OF THE UNITED STATES CODE, I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE FOLLOWING MONTHLY OPERATING REPORT (CF-1 THROUGH CF-6) AND THE ACCOMPANYING ATTACHMENTS AND, TO THE BEST OF MY KNOWLEDGE, THESE DOCUMENTS ARE TRUE, CORRECT AND COMPLETE. DECLARATION OF THE PREPARER (OTHER THAN RESPONSIBLE PARTY): IS BASED ON ALL INFORMATION OF WHICH PREPARER HAS ANY KNOWLEDGE.

RESPONSIBLE PARTY:

_______________________________ _______________________________
ORIGINAL SIGNATURE OF RESPONSIBLE PARTY — TITLE

_______________________________ _______________________________
PRINTED NAME OF RESPONSIBLE PARTY — DATE

PREPARER:

_______________________________ _______________________________
ORIGINAL SIGNATURE OF PREPARER — TITLE

_______________________________ _______________________________
PRINTED NAME OF PREPARER — DATE

CASE NAME:
CASE NUMBER:

CF-1

03/23/94

CASH RECEIPTS AND DISBURSEMENTS	MONTH	MONTH	MONTH	QUARTER TOTAL
1. CASH – BEGINNING OF MONTH				
RECEIPTS				
2. CASH SALES				
3. ACCOUNTS RECEIVABLE COLLECTIONS				
4. LOANS & ADVANCES				
5. SALE OF ASSETS				
6. LEASE & RENTAL INCOME				
7. WAGES				
8. OTHER (ATTACH LIST)				
9. TOTAL RECEIPTS				
DISBURSEMENTS				
10. NET PAYROLL				
11. PAYROLL TAXES PAID				
12. SALES, USE & OTHER TAXES PAID				
13. INVENTORY PURCHASES				
14. MORTGAGE PAYMENTS				
15. OTHER SECURED NOTE PAYMENTS				
16. RENTAL & LEASE PAYMENTS				
17. UTILITIES				
18. INSURANCE				
19. VEHICLE EXPENSES				
20. TRAVEL				
21. ENTERTAINMENT				
22. REPAIRS & MAINTENANCE				
23. SUPPLIES				
24. ADVERTISING				
25. HOUSEHOLD EXPENSES				
26. CHARITABLE CONTRIBUTIONS				
27. GIFTS				
28. OTHER (ATTACH LIST)				
29. TOTAL ORDINARY DISBURSEMENTS				
REORGANIZATION EXPENSES				
30. PROFESSIONAL FEES				
31. U.S. TRUSTEE FEES				
32. OTHER (ATTACH LIST)				
33. TOTAL REORGANIZATION EXPENSES				
34. TOTAL DISBURSEMENTS				
35. NET CASH FLOW				
36. CASH – END OF MONTH				

CASE NAME:
CASE NUMBER:

CF−1A

03/23/94

CASH DISBURSEMENTS DETAIL

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

MONTH: ____________

CASH DISBURSEMENTS				
	DATE	PAYEE	PURPOSE	AMOUNT
	TOTAL CASH DISBURSEMENTS			

BANK ACCOUNT DISBURSEMENTS				
CHECK NUMBER	DATE	PAYEE	PURPOSE	AMOUNT
	TOTAL BANK ACCOUNT DISBURSEMENTS			

TOTAL DISBURSEMENTS FOR THE MONTH	

CASE NAME:	
CASE NUMBER:	

CF–2

03/23/94

The debtor in possession must complete the reconciliation below for each bank account, including all general, payroll and tax accounts, as well as all savings and investment accounts, money market accounts, certificates of deposit, government obligations, etc. Accounts with restricted funds should be identified by placing an asterisk next to the account number. Attach additional sheets if necessary.

MONTH: ______________________

BANK RECONCILIATIONS	Account #1	Account #2	Account #3	
A. BANK:				TOTAL
B. ACCOUNT NUMBER:				
C. PURPOSE (TYPE):				
1. BALANCE PER BANK STATEMENT				
2. ADD: TOTAL DEPOSITS NOT CREDITED				
3. SUBTRACT: OUTSTANDING CHECKS				
4. OTHER RECONCILING ITEMS				
5. MONTH END BALANCE PER BOOKS				
6. NUMBER OF CHECKS WRITTEN				
7. NUMBER OF LAST CHECK WRITTEN				

INVESTMENT ACCOUNTS

BANK, ACCOUNT NAME & NUMBER	DATE OF PURCHASE	TYPE OF INSTRUMENT	PURCHASE PRICE	CURRENT VALUE
8.				
9.				
10.				
11.				
12. TOTAL INVESTMENTS				

CASH

13. CURRENCY ON HAND	
14. TOTAL CASH – END OF MONTH	

CASE NAME:
CASE NUMBER:

CF-3

03/23/94

ASSETS OF THE ESTATE

SCHEDULE "A" REAL PROPERTY	SCHEDULE AMOUNT *	MONTH	MONTH	MONTH
1.				
2.				
3.				
4. OTHER (ATTACH LIST)				
5. TOTAL REAL PROPERTY ASSETS				
SCHEDULE "B" PERSONAL PROPERTY				
1. CASH ON HAND				
2. CHECKING, SAVINGS, ETC.				
3. SECURITY DEPOSITS				
4. HOUSEHOLD GOODS				
5. BOOKS, PICTURES, ART				
6. WEARING APPAREL				
7. FURS AND JEWELRY				
8. FIREARMS & SPORTS EQUIPMENT				
9. INSURANCE POLICIES				
10. ANNUITIES				
11. RETIREMENT & PROFIT SHARING				
12. STOCKS				
13. PARTNERSHIPS & JOINT VENTURES				
14. GOVERNMENT & CORPORATE BONDS				
15. ACCOUNTS RECEIVABLE				
16. ALIMONY				
17. OTHER LIQUIDATED DEBTS				
18. EQUITABLE INTERESTS				
19. CONTINGENT INTERESTS				
20. OTHER CLAIMS				
21. PATENTS & COPYRIGHTS				
22. LICENSES & FRANCHISES				
23. AUTOS, TRUCKS & OTHER VEHICLES				
24. BOATS & MOTORS				
25. AIRCRAFT				
26. OFFICE EQUIPMENT				
27. MACHINERY, FIXTURES & EQUIPMENT				
28. INVENTORY				
29. ANIMALS				
30. CROPS				
31. FARMING EQUIPMENT				
32. FARM SUPPLIES				
33. OTHER (ATTACH LIST)				
34. TOTAL PERSONAL PROPERTY ASSETS				
35. TOTAL ASSETS				

* DATE AMENDED ____________

CASE NAME:
CASE NUMBER:

CF-4
03/23/94

MONTH: ____________

LIABILITIES OF THE ESTATE

PREPETITION LIABILITIES	SCHEDULE AMOUNT	PAYMENTS
1. SECURED		
2. PRIORITY		
3. UNSECURED		
4. OTHER (ATTACH LIST)		
5. TOTAL PREPETITION LIABILITIES		

POSTPETITION LIABILITIES	DATE INCURRED	AMOUNT OWED	DUE DATE	AMOUNT PAST DUE
1. FEDERAL INCOME TAXES				
2. FICA / MEDICARE				
3. STATE TAXES				
4. REAL ESTATE TAXES				
5. OTHER TAXES (ATTACH LIST)				
6. TOTAL TAXES				
OTHER POSTPETITION LIABILITIES, INCLUDING TRADE CREDITORS (LIST NAMES OF CREDITORS)				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29. (IF ADDITIONAL, ATTACH LIST)				
30. TOTAL OF LINES 7 – 29				
31. TOTAL POSTPETITION LIABILITIES				

CASE NAME:
ASE NUMBER:

CF-5

03/23/94

MONTH: ____________________

PAYMENTS TO INSIDERS AND PROFESSIONALS

OF THE TOTAL DISBURSEMENTS SHOWN FOR THE MONTH, LIST THE AMOUNT PAID TO INSIDERS (AS DEFINED IN SECTION 101 (31) (A)-(F) OF THE U.S. BANKRUPTCY CODE) AND TO PROFESSIONALS. ALSO, FOR PAYMENTS TO INSIDERS, IDENTIFY THE TYPE OF COMPENSATION PAID (e.g. SALARY, BONUS, COMMISSIONS, INSURANCE, HOUSING ALLOWANCE, TRAVEL, CAR ALLOWANCE, ETC.). ATTACH ADDITIONAL SHEETS IF NECESSARY.

INSIDERS			
NAME	TYPE OF PAYMENT	AMOUNT PAID	TOTAL PAID TO DATE
1.			
2.			
3.			
4.			
5.			
6. TOTAL PAYMENTS TO INSIDERS			

PROFESSIONALS					
NAME	DATE OF COURT ORDER AUTHORIZING PAYMENT	AMOUNT APPROVED	AMOUNT PAID	TOTAL PAID TO DATE	TOTAL INCURRED & UNPAID *
1.					
2.					
3.					
4.					
5.					
6. TOTAL PAYMENTS TO PROFESSIONALS					

* INCLUDE ALL FEES INCURRED, BOTH APPROVED AND UNAPPROVED

POSTPETITION STATUS OF SECURED NOTES, LEASES PAYABLE AND ADEQUATE PROTECTION PAYMENTS

NAME OF CREDITOR	SCHEDULED MONTHLY PAYMENTS DUE	AMOUNT PAID DURING MONTH	TOTAL UNPAID POSTPETITION
1.			
2.			
3.			
4.			
6. TOTAL			

CASE NAME:
CASE NUMBER:

CF-6
03/23/94

MONTH: ____________

QUESTIONNAIRE

	YES	NO
1. HAVE ANY ASSETS BEEN SOLD OR TRANSFERRED OUTSIDE THE NORMAL COURSE OF BUSINESS THIS REPORTING PERIOD?		
2. HAVE ANY FUNDS BEEN DISBURSED FROM ANY ACCOUNT OTHER THAN A DEBTOR IN POSSESSION ACCOUNT?		
3. ARE ANY POSTPETITION RECEIVABLES (ACCOUNTS, NOTES, OR LOANS) DUE FROM RELATED PARTIES?		
4. HAVE ANY PAYMENTS BEEN MADE ON PREPETITION LIABILITIES THIS REPORTING PERIOD?		
5. HAVE ANY POSTPETITION LOANS BEEN RECEIVED BY THE DEBTOR FROM ANY PARTY?		
6. ARE ANY POSTPETITION PAYROLL TAXES PAST DUE?		
7. ARE ANY POSTPETITION STATE OR FEDERAL INCOME TAXES PAST DUE?		
8. ARE ANY POSTPETITION REAL ESTATE TAXES PAST DUE?		
9. ARE ANY OTHER POSTPETITION TAXES PAST DUE?		
10. ARE ANY AMOUNTS OWED TO POSTPETITION CREDITORS DELINQUENT?		
11. HAVE ANY PREPETITION TAXES BEEN PAID DURING THE REPORTING PERIOD?		
12. ARE ANY WAGE PAYMENTS PAST DUE?		

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", PROVIDE A DETAILED EXPLANATION OF EACH ITEM. ATTACH ADDITIONAL SHEETS IF NECESSARY.

INSURANCE

	YES	NO
1. ARE WORKER'S COMPENSATION, GENERAL LIABILITY AND OTHER NECESSARY INSURANCE COVERAGES IN EFFECT?		
2. ARE ALL PREMIUM PAYMENTS PAID CURRENT?		
3. PLEASE ITEMIZE POLICIES BELOW.		

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "NO," OR IF ANY POLICIES HAVE BEEN CANCELLED OR NOT RENEWED DURING THIS REPORTING PERIOD, PROVIDE AN EXPLANATION BELOW. ATTACH ADDITIONAL SHEETS IF NECESSARY.

INSTALLMENT PAYMENTS			
TYPE OF POLICY	CARRIER	PERIOD COVERED	PAYMENT AMOUNT & FREQUENCY